

RESIDENT – UTILITY SERVICE CONNECTION APPLICATION

Welcome to the City of West University Place! To start your utility services, please complete this form, provide proper identification (Example: driver's license or passport), and the 1st page of your sales contract or lease agreement, **send back during business hours, and no later than 4pm the day before you want services to start.** Send to: billinghelp@westutx.gov

***** ALL ACCOUNTS WILL BE BILLED A NON-REFUNDABLE \$50 CONNECTION FEE ON THEIR FIRST BILL *****

- DATE SERVICE TO START: _____
(NO SAME DAY, WEEKEND or HOLIDAY – Form must be submitted by 4:00pm)
- SERVICE ADDRESS: _____
- NAME OF RESIDENT (name to appear on statement): _____
- NAME OF SPOUSE/ROOMMATE/PARTNER: _____
- ARE YOU A PREVIOUS OR CURRENT WEST U RESIDENT? YES NO
 - If yes, what was the former/current address in West U? _____
- FORM OF ID: _____
(Example: Driver's License or Passport – please send a copy)
- BEST PHONE # TO REACH YOU: _____ CELL HOME
- EMAIL ADDRESS: _____
- MAILING ADDRESS: _____
(Only fill this out if the address will be different than the Service Address)
- WILL YOU BE: OWNING RENTING
(RENTERS: A \$200 deposit will be added to your first bill & then applied to your Final Bill when you terminate services)

WEST U OFFERS:

- Paperless statements. West U wants to go **GREEN!** Statements will be sent via email, unless you opt out by checking here:
- Pay your bill by reoccurring payments: YES NO
 - If yes, please choose either checking/savings account or credit card:
 - Checking/Savings. West U staff will provide you with a form to fill out & sign & ask that you submit a copy of a voided check or a printed version of your routing & account #'s.
 - Credit Card. West U staff will email you instructions on how to set this up.
- Direct Link – an alarm-monitoring program. If interested, please visit <http://westutx.gov/216/Alarm-Systems>

INFORMATION:

- We bill in the arrears. Example: Start services in July, you will be billed at the end of August, with a due date in September.
- Utility services included: Water, Sewer, Solid Waste, & Recycling.

CONTACT US:

- Utility Billing: 713.662.5824
- Customer Service: 713.662.5826
- Direct Link: 713.662.5860

OFFICE USE: Date Received: _____ Employee: _____